

UVMH PMC – Laboratory Assistant Career Ladder

The following career ladder is designed to recognize and acknowledge the experience and contribution of Laboratory Assistants to quality, safety, patient care, and professional advancement.

The Laboratory Assistant Career Ladder consists of three levels, is voluntary, and is available to full time, part time & per diem Laboratory Assistants who work, at minimum, 1000 hours per year, with demonstration of excellence in their role and a minimum number of years of experience.

Eligibility

Laboratory Assistant I:

Laboratory Assistant I: Pay Grade 2

- o All newly hired Laboratory Assistants are placed at this level

Laboratory Assistant II:

5% pay increase from rate at Laboratory Assistant I

Minimum qualifications

- o Employee is in good standing, verified by leader (Good standing defined as an employee who is not currently under corrective action greater than verbal counseling and is currently meeting their job accountabilities)
- o Works, at minimum, 1000 hours per year.
- o A minimum of 1 yr experience as a Laboratory Assistant and a minimum of 6 months in current position.
- o Demonstrates job excellence in the following Areas of Expertise (as indicated by meeting the requirements on the self-assessment checklist):
 - o Clinical Practice
 - o Teaching and Coaching
 - o Ensuring the Quality of Health Care Practices
 - o Professional Collaboration and Consultation
 - o Professional Knowledge Development

A Laboratory Assistant II who transfers to a new unit/department will remain a Laboratory Assistant II until the annual review process, at which time the employee's eligibility to remain or to be upgraded will be evaluated according to this policy.

Process for Advancement

- o The Laboratory Assistant will submit a self-assessment to their manager/supervisor, and will meet with their manager/supervisor, to review that all requirements have been met before moving into a Laboratory Assistant II, per the Laboratory Assistant II checklist/assessment document.

- o The Laboratory Assistant's manager/supervisor will validate all documentation and approve promotion once all minimum requirements are met, and the self-assessment checklist has been verified.
- o The Laboratory Assistant I will be promoted to Laboratory Assistant II at the start of the next pay period.
- o Annually, the Laboratory Assistant II and their manager/supervisor will review the self-assessment checklist to ensure all requirements for a Laboratory Assistant II continue to be met.
- o Annually, if all minimum requirements & self-assessment checklist items are met, the Laboratory Assistant will continue as a Laboratory Assistant II.
- o If any of the minimum requirements or self-assessment checklist items are not met, the Laboratory Assistant will reduce to the next level lower beginning in the first pay period in the start of the next fiscal year.

Laboratory Assistant III:

5% pay increase from rate at Laboratory Assistant II

Minimum qualifications

- o Employee is in good standing, verified by leader (Good standing defined as an employee who is not currently under corrective action greater than verbal counseling and is currently meeting their job accountabilities)
- o Works, at minimum, 1000 hours per year.
- o A minimum of 3 years of experience as a Laboratory Assistant.
- o A minimum of 3 months as a Laboratory Assistant II. (Laboratory Assistants hired before 02/01/26 are exempt from this requirement, if they meet all Laboratory Assistant II requirements as well)
- o Demonstrates job excellence in the following Areas of Expertise (as indicated by meeting the requirements on the self-assessment checklist):
 - o Clinical Practice
 - o Teaching and Coaching
 - o Ensuring the Quality of Health Care Practices
 - o Professional Collaboration and Consultation
 - o Professional Knowledge Development

A Laboratory Assistant III who transfers to a new unit/department will remain a Laboratory Assistant III until the annual review process, at which time the employee's eligibility to remain will be evaluated according to this policy.

Process for Advancement

- o The Laboratory Assistant will submit a self-assessment to their manager/supervisor, and will meet with their manager/supervisor, to review that all requirements have been met before moving into a Laboratory Assistant III, per the Laboratory Assistant III checklist/assessment document.
- o The Laboratory Assistant's manager/supervisor will validate all documentation and approve promotion once all minimum requirements are met, and the self-assessment checklist has been verified.
- o The Laboratory Assistant II will be promoted to Laboratory Assistant III at the start of the next pay period.
- o Annually, the Laboratory Assistant III and their manager/supervisor will review the self-assessment checklist to ensure all requirements for a Laboratory Assistant III continue to be met.

- o Annually, if all minimum requirements & self-assessment checklist items are met, the Laboratory Assistant will continue as a Laboratory Assistant III.
- o If any of the minimum requirements or self-assessment checklist items are not met, the Laboratory Assistant will reduce to the next level lower beginning in the first pay period in the start of the next fiscal year.

Requirements Overview:

	Lab Assistant I	Lab Assistant II	Lab Assistant III
Initial Self Evaluation	No	Yes	Yes
Renewal Process	No	Yes, at annual evaluation	Yes, at annual evaluation
Evidence of Work at Each Level	No	Yes, at the initial application, and annually at annual evaluation	Yes, at the initial application, and annually at annual evaluation
Meet with Manager	No (other than regular check ins)	Yes, at annual evaluation	Yes, at annual evaluation
Minimum Hours Worked	No	≥1000 hrs annually	≥1000 hrs annually
Years of Experience	<1 year	≥1 year	≥3 years

Implementation:

UVMH PMC Representative

Print Name: _____

Signature: _____ Date: _____

PFNHP Representative

Print Name: _____

Signature: _____ Date: _____



UVMH – PMC Laboratory Assistant II Checklist and Assessment Form

Name: _____ Job Title: _____

Clinic/Site Location(s): _____ Authorized hours per pay period: _____

Years in specialty: _____ Current position start date: _____

Supervisor's name: _____

Laboratory Assistant II Checklist and Self-Assessment:

- ☐ New Applicant: Application Date _____
Meeting with Manager/Supervisor Date _____
- ☐ Annual Assessment: Annual Review Meeting Date _____

Ensure you meet the minimum requirements: All requirements must be met

- ☐ Employee in good standing, verified by immediate supervisor
- ☐ Works, at minimum, 1000 hours annually as assessed at the annual performance review
- ☐ A minimum of 1 yr experience as a Laboratory Assistant and a minimum of 6 months in current position
- ☐ Complete your self-assessment below
- ☐ Schedule a time to meet with your manager/supervisor

Self-Assessment: Each element must be met at the time of application, and annually to move to or remain at a Laboratory Assistant II

- ☐ Possess Certified Phlebotomy Technician certification (or other equivalent certifications as determined by PMC & current practice)
- ☐ Contributes as a role model for professional behavior, patient centered care, and contributes to problem solving/troubleshooting within the department
- ☐ Act as a resource for other Lab Assistants
- ☐ Trained in the following tasks:
 - Batching samples to UVMHC
 - Transcribing future orders
 - Add-on tests
- ☐ Work on Follow Up List

☐ Participates in the completion of at least one of the following site based initiatives or performance improvement projects.

___ Monthly Environment of Care Audits

___ Participate in PMC volunteer committees/groups (ex. DEI, Living Well for Life, staffing PMC tent at community events, etc.)

___ Volunteer for at least 6 hours per year in the local community (ex. Red Cross, free meals programs, etc.). Must provide proof of participation (form signed by person supervising volunteers, program coordinator, etc.).

___ Workplace Violence Prevention Train the Trainer (AVADE, MOAB, etc.)

Program Name:_____ Date of Training:_____

___ DEI Train the Trainer (Everyday Inclusion, Cultural Humility, etc.)

Program Name:_____ Date of Training:_____

___ BLS Train the Trainer

Date of Training:_____

___ Possess current BLS or ALS certification

Certification Expiration Date:_____

___ Possess Stop the Bleed certification

Date of Certification:_____

___ Function as Fit Tester for your department

___ Completed the preceptor workshop (Date of preceptor workshop:_____). Functions as a preceptor for new employees and precepts 1-2 new employees per year (as applicable)

___ Other quality improvement initiatives not listed & approved by manager:

Lab Assistant Signature:_____ **Date:**_____

Supervisor Signature:_____ **Date:**_____

UVMH PMC - Laboratory Assistant III Checklist and Assessment Form

Name: _____ Job Title: _____

Clinic/Site Location(s): _____ Authorized hours per pay period: _____

Years in specialty: _____ Current position start date: _____

Supervisor's name: _____

Laboratory Assistant III Checklist and Self-Assessment:

- ☐ New Applicant: Application Date _____
Meeting with Manager/Supervisor Date _____
- ☐ Annual Assessment: Annual Review Meeting Date _____

Ensure you meet the minimum requirements: All requirements must be met

- ☐ Employee in good standing, verified by immediate supervisor
- ☐ Works, at minimum, 1000 hours annually as assessed at the annual performance review
- ☐ A minimum of 3 yrs experience as a Laboratory Assistant
- ☐ A minimum of 3 months as a Laboratory Assistant II (Laboratory Assistants hired before 02/01/26 are exempt from this requirement, if they meet all Laboratory Assistant II requirements as well)
- ☐ Complete your self-assessment below
- ☐ Schedule a time to meet with your manager/supervisor

Self-Assessment: Each element must be met at the time of application, and annually to move to or remain at a Laboratory Assistant III

- ☐ Completed the preceptor workshop (Date of preceptor workshop: _____)
- ☐ Functions as a preceptor for new employees and precepts 1-2 new employees per year (as applicable)
- ☐ Contributes as a role model for professional behavior, patient centered care, and contributes to problem solving/troubleshooting within the larger practice and site care team
- ☐ Trained in the following tasks:
 - Batching samples to Mayo
 - Aliquoting samples for reference labs

- ☐ Coordinates workflow and services as a resource to staff & clients when supervisors are not present
- ☐ Assist in revising specimen collection procedures
- ☐ Transcribing standing orders
- ☐ Assists supervisors in ensuring all daily/weekly/monthly duties are completed as scheduled
- ☐ Participates in the completion of at least one of the following site based initiatives or performance improvement projects.

___ Possess current BLS or ALS certification

Certification Expiration Date: _____

___ Monthly Environment of Care Audits

___ Participate in PMC volunteer committees/groups (ex. DEI, Living Well for Life, staffing PMC tent at community events, etc.)

___ Volunteer for at least 6 hours per year in the local community (ex. Red Cross, free meals programs, etc.). Must provide proof of participation (form signed by person supervising volunteers, program coordinator, etc.).

___ Workplace Violence Prevention Train the Trainer (AVADE, MOAB, etc.)

Program Name: _____ Date of Training: _____

___ DEI Train the Trainer (Everyday Inclusion, Cultural Humility, etc.)

Program Name: _____ Date of Training: _____

___ BLS Train the Trainer

Date of Training: _____

___ Possess Stop the Bleed certification

Date of Certification: _____

___ Function as Fit Tester for your unit

___ Other quality improvement initiatives not listed & approved by manager:

Lab Assistant Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____